

Schedule 144

LONG TERM CARE FACILITIES

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559


**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE NUMBER
144
AGENCY, BOARD OR COMMISSION
Long Term Care Facilities
DIVISION, BUREAU OR OTHER UNIT
Edition of June 30, 1998

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE	
* 	
TITLE	DATE
Executive Director	7-20-98


PART II -- ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE		DATE
* 		7/22/98
STATE ARCHIVIST		

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE		DATE
* 		7-28-98
ADMINISTRATOR		

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE NO. 144 – RECORDS OF LONG TERM CARE FACILITIES

144-1 ACCOUNTING AND FISCAL RECORDS

144-1-1 AUDITED FINANCIAL STATEMENTS

Verification of accurate accounts.

Dispose of after 3 years.

144-1-2 BILLING FORMS

Includes supporting documents and forms.

Dispose of after 5 years provided audit has been completed.¹

144-1-3 CENSUS DATA

Dispose of after 5 years provided audit has been completed.¹

144-1-4 CHARGE FORMS/TICKETS

In-house mechanism for initiating the billing process.

Dispose of after 5 years provided audit has been completed.¹

144-1-5 COST REPORT MATERIALS

Includes all support materials.

Dispose of 5 years after report has been filed or 3 years after notice of Program Reimbursement has been issued provided audit has been completed.¹

144-1-6 DEPRECIATION RECORDS--EQUIPMENT

Record of current value for insurance and taxation purposes.

Dispose of after declared surplus or disposed of provided audit has been completed.¹

144-1-7 INCOME--DAILY SUMMARY

Dispose of after 5 years.

144-1-8 JOURNALS--GENERAL

Chronological record of all transactions.

Dispose of after 5 years provided audit has been completed.¹

144-1-9 LEDGERS--GENERAL

Record of accounts.

Retain permanently.

144-1-10 POSTING AUDITS

After audit adjustments added to general ledger.

Dispose of after 5 years provided audit has been completed.¹

144-1-11 RESIDENT LEDGER CARDS

Individual resident account record.

Dispose of after 5 years provided audit has been completed.¹

144-1-12 VOUCHERS

CASH (Record of cash received): Dispose of after 5 years provided audit has been completed.¹

CAPITAL EXPENDITURES (Record of purchase price): Retain permanently.

VOUCHER REGISTER: Dispose of after 3 years provided audit has been completed.¹

144-2 ADMINISTRATIVE RECORDS

144-2-1 BYLAWS/ARTICLES OF INCORPORATION

Retain permanently.

144-2-2 COMPLAINTS FILE

Complaints from public about the facility, services or employees.

Dispose of after 7 years.

144-2-3 ENDOWMENTS, TRUSTS AND BEQUESTS

Retain permanently.

144-2-4 INCIDENT/ACCIDENT REPORTS

Reports of incidents involving residents, visitors, or staff giving name, description of incident and action taken.

Dispose of after 7 years.

144-2-5 PHYSICIAN CERTIFICATION AND RECERTIFICATION

Record of physician licensure and privileges.

Dispose of after 5 years.

144-2-6 POLICY AND PROCEDURE MANUAL

Retain one dated copy permanently.

144-2-7 SURVEY OF FACILITY RESULTS

Includes deficiency statements, life safety code survey, and survey agency requirements for licensure and accreditation.

Dispose of after 5 years.

**144-2-8 SURVEY OF CHILD CARE CENTER, CLINIC, ADULT DAY CARE AND
OTHER SERVICES**

Dispose of after 5 years.

144-3 COMMITTEE RECORDS

144-3-1 MEETING MINUTES

BOARD MEETING MINUTES: Dispose of after 10 years.

DEPARTMENT HEAD MEETING MINUTES: Dispose of after 2 years.

STAFF MEETING MINUTES: Dispose of after 2 years.

ALL OTHER COMMITTEES: Dispose of after 5 years.

144-3-2 MEETING AGENDAS

Includes proof of publication if appropriate.

Dispose of after 2 years.

144-4 DEPARTMENT RECORDS

144-4-1 ACTIVITIES

144-4-1-1 PARTICIPATION RECORDS

Dispose of after 2 years.

144-4-1-2 SCHEDULE OF ACTIVITIES

Dispose of after 2 years.

144-4-2 DIETARY SERVICES

144-4-2-1 FOOD COSTS

Dispose of after 5 years.

144-4-2-2 FOOD ORDER RECORDS

Record of amount and frequency of food ordered.

Dispose of after 2 years.

144-4-2-3 FOOD TEMPERATURE RECORDS

Dispose of after 1 year.

144-4-2-4 MENUS

Dispose of after 2 years.

144-4-2-5 STAFF WORK SCHEDULES

Record of work time scheduled for dietary staff.

Dispose of after 5 year.

144-4-3 LAUNDRY SERVICES

144-4-3-1 TIME AND WEIGHT STUDIES

Dispose of after 5 years.

144-4-4 NURSING SERVICES

144-4-4-1 INFECTION CONTROL TRACKING FORMS

Dispose of after 3 years.

144-4-4-2 REPORT SHEETS

Communication tool between shifts.

Dispose of when no longer of reference value.

144-4-4-3 STAFF WORK SCHEDULES

Assign specific resident care to nursing staff.

Dispose of after 5 year.

144-4-5 PHARMACY SERVICES

144-4-5-1 CONTROLLED DRUGS

Dispose of after 2 years provided audit has been completed.¹

144-4-5-2 RECORD OF DRUG DESTRUCTION

Dispose of after 2 years.

144-4-5-3 FAX COMMUNICATION

Includes faxed drug reorder forms.

Dispose of after 6 months.

144-4-6 SOCIAL SERVICES

144-4-6-1 MINUTES OF RESIDENT COUNCIL

Dispose of after 5 years.

144-5 HUMAN RESOURCES RECORDS

144-5-1 INSERVICE EDUCATION RECORDS

Dispose of after 7 years.

144-5-2 JOB DESCRIPTIONS

Dispose of when superseded or obsolete.

144-5-3 OSHA RECORDS

May include employee medical records, OSHA log and summary, etc.

EMPLOYEE MEDICAL RECORDS: Dispose of 30 years after termination of employment.

ALL OTHER RECORDS: Dispose of after 5 years.

144-5-4 STAFFING SCHEDULES

Dispose of after 5 years.

144-5-5 VOLUNTEER SERVICES

Dispose of after 2 years.

144-6 PLANT AND PROPERTY RECORDS

144-6-1 BLUE PRINTS

Retain permanently.

144-6-2 ELEVATOR INSPECTION REPORTS

Dispose of after 6 years.

144-6-3 FIRE INSPECTION REPORTS

Dispose of after 6 years.

144-6-4 INSPECTION OF GROUNDS, BUILDINGS AND EQUIPMENT

Dispose of after 1 year.

144-6-5 LOG OF STAND-BY GENERATOR

Dispose of after 2 years.

144-6-6 LOG OF EYE WASH STATION CHECKS

Dispose of after 2 years.

144-6-7 PROPERTY RECORDS

Includes deeds, titles, leases, etc.

Retain permanently.

144-6-8 TEMPERATURE CHARTS

Records of room, water, and refrigeration temperature measurements.

Dispose of after 2 years.

144-7 RESIDENT RECORDS

144-7-1 CHRONOLOGICAL ADMISSION REGISTER

Includes the following information for each resident admitted: name of resident, date of admission, physician, dentist, date of discharge, diagnosis, admission number (record number), and payment method.

Retain permanently.

144-7-2 COMMUNICABLE DISEASE REPORTS

Dispose of after 3 years.

144-7-3 INDEX TO RESIDENT RECORDS

Retain permanently.

144-7-4 RESIDENT CLINICAL RECORD

Confidential clinical record of resident care.

Dispose of 5 years after resident is discharged or expired or 5 years after age of majority (19 years of age) is reached, whichever is later.

144-8 TRANSPORTATION RECORDS

144-8-1 MOTOR VEHICLE RECORDS

Use, maintenance, mileage and scheduling records.

Dispose of after vehicle is surplused provided audit has been completed.¹

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal size	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet